

Routine Maintenance Procedures

Overview of Routine Maintenance Procedures

This section presents a plan for distribution and utilization of these funds and procedures for reporting on the use and disposition.

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Distribution of Funds on a Square Foot Basis

Distribution of funds will be coordinated by the Department of Administrative Services, General Services Enterprise, in accordance with:

- the language of the appropriation
- the definition and examples of Routine Maintenance, and
- the procedures outlined in this document.

Since FY2007 distribution of funds has been prorated to all agencies supported by the Department of Administrative Services, based upon the gross square footage of buildings.

Square footages are maintained by the Department of Administrative Services, and are summarized by institution and agency in this section. These square footages will be adjusted as requested with supporting documentation from the institution or site in question.

Additional Guidelines for Allocation of Routine Maintenance Funds

The Department of Administrative Services uses the following guidelines for distribution of Routine Maintenance funds.

- Allocations will not take into account any current spending from the operating budgets of the agencies and institutions.
- Funds will be allocated on a gross square foot basis per agency, based upon the square footages of buildings maintained by the Department of Administrative Services. There will be no adjustment for underutilized or vacant buildings. This recommendation will be reviewed annually.
- Each agency requesting funds shall enter into a Memorandum of Understanding (MOU) with the Department of Administrative Services, General Services Enterprise, before funds are transferred. The MOU shall specify the date(s) and amount(s) of funds to be transferred and the receiving account codes to be used for the transfers. The type of receiving account, reverting or non-reverting,

shall also be specified in the MOU. Funds will be transferred in one lump sum or in up to four payments, as determined by the receiving agency or institution and as defined in the MOU. A sample Memorandum of Understanding is included at the end of this section.

- Agencies shall be responsible for developing their own Routine Maintenance Plan in conformance with the definition of Routine Maintenance contained in this document.
- Each agency shall maintain an accounting of their Routine Maintenance on Iowa's Integrated Information System (I3).
- The Department of Administrative Services, General Services Enterprise, will prepare a quarterly report, utilizing I3, detailing the use and disposition of the funds. The report will be made available upon request and posted on the department website.
- If funds transferred into reverting accounts will not be used for goods and services received by the end of the fiscal year and are not scheduled for reversion, the receiving agency or institution shall notify the Department of Management prior to the end of the fiscal year and request that the funds be carried forward to the next fiscal year.

Adjustments to these guidelines may be made as necessary with prior notice to the receiving agencies or institutions.

Agencies Eligible for Funding

The Department of Administrative Services, General Services Enterprise, considers the following agencies, departments or divisions to be supported by the Department and eligible for Routine Maintenance Funding from the Rebuild Iowa Infrastructure Fund:

- Alcoholic Beverages Division (Department of Commerce)
 - Administrative Services, Department of
 - Corrections, Department of
 - Cultural Affairs, Department of
 - Human Services, Department of
 - Iowa Workforce Development
 - Iowa Law Enforcement Academy
 - Iowa Public Television (Department of Education)
 - Public Safety, Department of
 - Terrace Hill
 - Veterans Affairs, Commission of (including Iowa Veterans Home and Commission of Veterans Affairs offices at Camp Dodge)
 - Vocational Rehabilitation Services, Division of (Department of Education)
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Distribution and Reporting Procedures

There are currently no specific legislative requirements for distribution and reporting of Routine Maintenance Fund.

Distribution Schedule

A distribution schedule will be developed annually based on current calculations from the database, square footages and prorated dollars for Routine Maintenance by agency. Funds may be distributed by site, by building, by project or any combination deemed appropriate by the agency to best meet the enterprise-wide needs of the agency. Each agency shall be responsible for determining the most appropriate utilization of the funds appropriated at the agency level.
